



Idaho Soil & Water Conservation Commission

650 W. State St., Room 145 • Boise Idaho 83720

Telephone: 208-332-1790 • Fax: 208-332-1799

www.swc.idaho.gov

IDAHO SOIL & WATER CONSERVATION COMMISSION

Commission Teleconference Meeting

September 28, 2010

Idaho Farm Bureau Federation Building

500 W. Washington St., Boise ID

8:00 a.m. MDT

APPROVED MINUTES

COMMISSION MEMBERS PRESENT:

Bill Flory

Dwight Horsch

Dick Bronson

Roger Stutzman

Dave Radford

COMMISSION STAFF PRESENT:

Sara Schmidt

Kristin Magruder

Terry Hoebelheinrich

Mark Hogen

Bill Lillibridge

PARTNERS AND GUESTS PRESENT:

Harriet Hensley

Jeff Burwell

Joyce Smith

Kari Schwendiman

Kathy Merrill

Karma Bragg

Dennis Tanikuni

Lori Ringel

Pegi Long

Don Dixon

Roger Whitnah

Steve Becker

Cody Anderson

1 The meeting was called to order by Chairman Bill Flory, Idaho Soil & Water Conservation
2 Commission (SWC) member, at 8:03 a.m.

3
4 Welcome and self-introductions followed.

5
6 Mr. Flory advised that a potential staff position will be discussed during Administrator's Report
7 as an inclusion to the Updated Staffing Plan.

8 9 **REVIEW OF DRAFT MINUTES**

10
11 The commissioners reviewed the minutes from the August 10, 2010 and August 11, 2010
12 meetings and found them to be in order.

13
14 **Dick Bronson, SWC member, moved to approved the minutes from August 10, 2010 and**
15 **August 11, 2010 as presented. Roger Stutzman, SWC member, seconded. No further**
16 **discussion. Motion approved unanimously.**

17 18 **INTRODUCTION OF ADVISORS**

19
20 At the August 11, 2010 meeting, the commissioners appointed advisors pursuant to Idaho Code
21 27-2718. Jeff Burwell, Natural Resource Conservation Service (NRCS), and Karma Bragg, Idaho
22 District Employees Association (IDEA), were present. Steve Miller, Idaho Association of Soil
23 Conservation Districts (IASCD) and Dr. John Hammel, University of Idaho College of Agricultural
24 and Life Sciences were not able to attend. Dr. Hammel may designate Rich Garber to attend in
25 his absence in the future and the Idaho Bankers Association has accepted the invitation from
26 SWC to advise and will be appointing a representative in the near future.

27 28 **DISTRICT ALLOCATIONS**

29
30 Sara Schmidt, SWC Administrator, began the discussion about district allocations. At the last
31 commission meeting, the process was approved and as of September 24, 2010, 28 of 51
32 districts have submitted the reports for base district allocation.

33
34 Additionally, a Working Group was convened by Mr. Flory and participants include Steve
35 Becker, Nez Perce District, Dick Bronson, SWC Secretary, Tim Dillin, Boundary District, Kent
36 Foster, Ada District, Terry Halbert, North Side District, Terry Kramer, Balanced Rock District and
37 Twin Falls County Commissioner, Randy Purser, Butte District and IASCD Director, Lori Ringel,
38 Teton District and IDEA Director, and Kit Tillotson, Portneuf District and IASCD Director. The
39 Working Group will meet later in October to review the new allocation process and advise the
40 commission on a permanent rule and policies moving forward.

41
42 Draft forms were drafted by staff for consideration by the commission to include as policy in
43 support of the temporary rule concerning district allocations. The Antidegradation form was
44 distributed in July and reviewed at the last meeting but not approved. Districts have expressed

the need to know about upcoming deadlines as far in advance as possible. Therefore, staff is proposing that the Antidegradation reporting deadline be moved from February 1, 2011 to March 1, 2011. Changes to the original form are within the instructions and outline the reporting requirements as detailed in the antidegradation rule. Review and discussion followed. Ms. Schmidt noted that the turnaround time for review of the Antidegradation Plan is 30 days, which is longer than other reports because of the nature of this document and all of the requirements contained therein. It will allow SWC staff ample time to work with the districts and review the final document if needed. Discussion followed. It was noted that the districts can use this report as a tool for applying for 319 grants.

Mr. Bronson moved to approve the Antidegradation Plan form as presented with the March 1, 2011 due date. Dave Radford, SWC member, seconded. No further discussion. Motion passed unanimously.

Ms. Schmidt presented the Draft Performance Report as the replacement for the Report of Accomplishments from prior years. The content of the report is the same as the prior template used by district. A deadline was recommended of December 17, 2010. The purpose of this document is for SWC to be able to use the information to compile and present to the legislature during various presentations and reports to committees and for the budget hearing. Discussion followed. The information compiled last year was very compelling to the legislature and would like to have the same impact this year. Legislative scheduling occurs the first of January and SWC does not know when our presentations will be. Suggestion to have two separate dates: one requested by and one due by.

Districts provided feedback on the proposed deadlines and format. Overall, the districts thought that December 17 would provide adequate time to compile and submit the report. Since this is going to be put upon district staff to compile, feedback was sought on whether this was a viable deadline. There was a reminder that the deadline is not in rule but is set by policy and can be changed or modified as needed. Discussion followed.

Mr. Bronson moved to accept the Performance Report as presented and set a deadline for submission of December 17, 2010. Mr. Radford seconded. Further discussion followed about the value of presenting the information to the legislature. Motion passed unanimously.

FY 2010 PERFORMANCE MEASUREMENT REPORT

In the SWC Strategic Plan approved January 2009, performance measures were outlined and compiled into a Performance Measurement Report for FY 2010. A highlight of the measures are attached as a handout for commissioners. Ms. Schmidt reviewed the five performance measures as reported to the Division of Financial Management.

Review of FY 2010 District Surveys and the results. SWC asked the districts for honesty and constructive feedback on SWC activities and operations. The districts felt that SWC included the district in overall business but did not feel that SWC provided adequate staffing assistance

to the districts. SWC staff has taken these results under advisement and are taking immediate action to make improvements. There was discussion about the specifics concerns of the districts and SWC is interested in getting feedback from the districts on the best use of existing resources to provide better services. Discussion followed. Commissioners concerned that the benchmark for FY 2011 includes districts being dissatisfied. There are many variables that go into a survey and SWC is realistic that we may not please every district, despite efforts made by SWC staff. Districts have different needs and priorities and it may be difficult to achieve a 100% rating but SWC staff and commissioners will be sensitive to all needs moving forward. Further discussion followed about specific comments made by districts on the surveys.

ADMINISTRATOR'S REPORT

Ms. Schmidt turned the floor over to Harriet Hensley, Deputy Attorney General, to discuss the Draft SWC Landowner Release form. Hensley discussed the need for this form pursuant to federal and state law. As a voluntary, non-regulatory agency, SWC wants permission from the landowner for staff to share pertinent information with cooperating agencies. Landowner does have the ability to decline sharing the information with other agencies, which would then require other agencies to pursue the information and/or a release with the landowners. Discussion followed about the need for the release form to ensure our staff are aware of and follow the land owner's preferences. It was suggested to re-title the form a 'Release or Non-Release' of information, which is more in line with the intent of the form.

Mr. Radford moved to adopt a form for release of landowner information and re-title the form 'Authorization for Release or Non-Release of Information.' Dwight Horsch, SWC Member, seconded. No further discussion. Motion passed unanimously.

Karma Bragg, IDEA, was excused from the meeting and thanked the commission for their time.

Kean Miller, Financial Specialist for the Department of Administration, was present to discuss the financial reports through August 2010. Ms. Schmidt discussed the overall structure of the new report format. SWC is 17% through the fiscal year and have expended 16% of Personnel Costs, 3% of Operating Expenses, which will trend low due to budgeting for a potential holdback. Trustee & Benefits have only expended .08% of funds, but will increase quickly as district allocations are distributed. The Resource Conservation and Rangeland Development Program (RCRDP) Personnel Cost is trending low because the salary to the Office of Energy Resource for the loan officer will be paid on a quarterly basis. Funds are broken down by index number and sub-object codes that show expenses in detail.

Mr. Flory discussed role of chairman in the fiscal responsibilities as outlined in statute. He has been reviewing information and further detail can be provided to other interested parties upon request. Otherwise, the financial report will continue to be provided as an overview. Ms. Schmidt advised that staff will continue to learn about state policies and meet deadlines. The Dept. of Administration has been key in advising SWC staff on appropriate state and fiscal deadlines.

Ms. Miller thanked the commissioners and discussed some of the details of the reporting and processes within the Dept. of Administration. District allocations will now be processed as a priority by fiscal and there is backup to cover when she is unavailable. Travel reimbursements need to be turned around within 30 days per state policy and discussion followed about staff follow up to ensure compliance.

Mr. Horsch moved to accept the August 2010 Financial Report as presented. Mr. Radford seconded. No further discussion. Motion passed unanimously.

Ms. Schmidt presented the current staffing plan. There is one pending announcement to fill a vacancy for a Water Quality Resource Conservationist (WQRC) in Eastern Idaho, which will be responsible for at least five districts. Upon the filling of this vacancy, the temp position in that area will conclude.

A draft of an Ag Program Manager/Deputy Administrator was presented. There was discussion about the need for a position to provide more district support and fill the gap that Kathy Weaver's retirement left behind. Some backup and succession planning is involved in this position that would allow a gap to be filled in the administrator's absence during travel or leave, as well as provide leadership and technical assistance throughout the state. Ms. Schmidt is requesting feedback about this proposed position. Discussion followed. Districts concerned about the need and the expense of this position versus sending the money to districts. Further discussion followed about various scenarios. Questions followed about SWC budget appropriations and how the money is budgeted.

RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM

Terry Hoebelheinrich, SWC loan officer, presented the cash report for the RCRDP loan program for the months of July and August 2010. Cash flow began at \$1,692,922.70. Total increases with interest and principal payments are \$83,672.20 for the period. Personnel costs were \$2,362.31, operating expenses were \$21,655.73, and total disbursements were \$109,095.05 for a total decrease to cash of \$133,113.09. Cash balance ending August 30, 2010 is \$1,643,481.81.

Beginning outstanding principal balance was \$7,995,656.19 and after payments and disbursements, ending outstanding principal balance is \$8,041,387.16.

After contingency balance of \$241,241.61 and pending loan disbursements of \$348,878.00, the funds available to loan is \$1,053,362.20 as of August 30, 2010.

Trends in the five-year cash flow report are consistent but do not consider future loans approved. The operating/personnel expenses is budgeted at \$50,800.00 twice a year per spending authority for FY 2011.

176 **Mr. Radford moved to accept the RCRDP cash flow report for the period ending August 30,**
177 **2010. Mr. Horsch seconded. No further discussion. Motion passed unanimously.**

178
179 There were concerns over preserving confidentiality while discussing loan applications via
180 teleconference. Ms. Schmidt addressed the procedures and precautions taken by staff to
181 ensure confidentiality of the applicants information. Following executive session,
182 commissioners will only deliberate over pending loan applications and will not discuss other
183 business.

184
185 **Mr. Horsch moved to enter Executive Session to discuss pending RCRDP loan applications**
186 **pursuant to Idaho Code 67-2345(d). Mr. Radford seconded. Motion passed unanimously via**
187 **roll call vote.**

188
189 **Executive session began on a confidential conference call line at 9:54 a.m. to review pending**
190 **RCRDP applications.**

191 **Executive session ended at 10:20 a.m.**

192
193 Commissioners discussed the disposition of the pending RCRDP loan application.

194
195 Loan No. A-634

196 Amount: \$50,000

197 Term: 5 years

198 Rate: 3%

199 Project description: Install a new sprinkler irrigation system to replace furrow irrigation.

200
201 **Mr. Horsch moved to approve Loan No. A-634 subject to the Loan Officer recommendations**
202 **including, but not limited to, the Loan Conditions in the loan packet and subject to the Loan**
203 **officer correlating the conservation plan, and collateral to include a first position lien on**
204 **equipment and a second position lien on real estate. Mr. Stutzman seconded. No further**
205 **discussion. Motion passed unanimously.**

206
207 Ms. Schmidt requested that the commissioners assist the staff in continuing to market and
208 promote the loan program to generate applications.

209
210 The commissioners discussed attendance at the upcoming IASCD division meetings. Mr. Flory
211 will attend Divisions I and II, Mr. Bronson will attend Division III, and the other commissioners
212 will discuss their attendance at Divisions IV, V, and VI to ensure at least one commissioner at
213 each meeting.

214
215 The next Commission meeting is scheduled November 17, 2010 in conjunction with the IASCD
216 Annual Conference on November 17-20, 2010 in Burley, Idaho. Registration information will
217 follow shortly.

220 **Teleconference call timed out at 10:28 a.m. with no motion to adjourn.**

221

222 Respectfully submitted,

223

224 Dick Bronson

225 Commissioner and Secretary,

226 Idaho Soil & Water Conservation Commission